



[] Team] Field Work Code of Conduct

Preamble

Field research is a fundamental tool within planetary science that helps (1) guide scientific interpretations of the evolution of planets, (2) prepare for crewed exploration on planetary surfaces, and (3) train scientists to better observe and interpret features found on Earth. Like all scientific methods, field research presents challenges along with its opportunities. Historically, challenges related to field research have included safety hazards, harassment and exclusionary behavior, and the maltreatment of field sites.

We, the [] Team¹, have created this Code of Conduct to address and limit the obstacles sometimes present within field research. We recognize that field work is distinct from office work. Safe, productive, and inclusive field work is our aim, and this aim necessitates a team that considers and respects team members. Finally, our highest priority is that everyone returns home safely.

Our Code of Conduct, below, outlines expected and unacceptable behavior for team members from any institution participating in []-led field work. When you sign this document, you are joining with the [] Team in endorsing a safe and inclusive field culture by agreeing to the following Code and the consequences for violating its policies.

Leadership Responsibilities

Field research requires a **Chain of Command** to make decisions involving safety and science objectives. Recognizing this, field participants in positions of authority will be proactive about setting expectations for the field environment and setting the example for safe and welcoming field science.

Field leadership will design a site-specific Field Safety Plan and distribute it to all field participants in advance of any field expedition. Our team will provide any Personal Protective Equipment (PPE) deemed mandatory to complete a field investigation or will ensure that all participants are able to obtain this PPE.

Leaders in our team recognize that the occurrence of harassment can be reduced with transparent reporting procedures and sanctions for harassing behavior². Before any field expedition, leadership will provide access to formal anti-harassment training for all participants and outline the channels for reporting harassment. In and out of the field, field leaders at all levels will serve as advocates for the well-being of participants within their Chain of Command, while respecting participants' privacy.

Field leaders are responsible for enforcing this Code of Conduct as needed.

Expected Behavior for All Participants

For the duration of field work, you will be living closely with fellow scientists. Teammates must treat all members with respect and consideration, and respect each others' rights as outlined in the **Fieldwork Bill of Rights**.

¹ This Code of Conduct document is developed collaboratively between leadership and field participants within the [Goddard Instrument Field Team](#) and the [SSERV](#) Teams [GEODES](#) and [RISE2](#).

² McDonald, P., Charlesworth, S., & Graham, T. (2016). Action or inaction: Bystander intervention in workplace sexual harassment. *The International Journal of Human Resource Management*, 27(5), 548-566.

Understand the chain of command and respect team members placed in positions of authority. Field strategies and goals are often planned at camp before field excursions. The chain of command is in place to make decisions that are safe, internally consistent, and rational to meet science objectives. The Field Lead and Team Leads will communicate daily to evaluate progress and modify field plans. Within teams, all members will be included in decision making, and no participant will dictate another group's actions unless participants' safety in the field is directly at risk.

We are guests at our field sites. Team members are expected to follow rules laid out by Field Leads and local authorities, and make their best efforts to leave the landscape as it was found. Respect for the culture and community of people that live in and visit our field areas is all team members' responsibility. This includes respecting Indigenous and traditional knowledge holders and explicitly asking permission to take photographs of people and use their stories, ideas, and information. It is important to remember that we are ambassadors of our field, institution and countries. Future access to these field sites for any or all members of the group depends on relationships with locals. Treat everyone you interact with while in the field with the type of respect outlined in this document.

Harassment is not tolerated in or out of the field. Harassment is defined as any course of conduct, verbal, visual, or physical, that is unwelcome, causing annoyance, intimidation, alarm, or fear. It is identified by the teammate or teammates that are experiencing the behavior, not the person exhibiting the behavior. Unwelcome and disrespectful behavior can be harassment regardless of whether it is based on an individual's race, color, sex (including pregnancy), national origin, religion, age, disability, sexual orientation, status as a parent, genetic information, gender identity, or retaliation³.

Engage in Safe Field Behavior. At all times, participants are expected to keep safety in mind while working in a professional manner. Participants will adhere to the guidelines set out in the site-specific **Field Safety Plan**. Universal safety practices include wearing proper Personal Protective Equipment (PPE), working with at least one teammate at all times (also known as using the buddy system), maintaining accessible first aid kits, driving responsibly, and consistently communicating field-relevant health issues (both physical and mental, minor and major) with your team leaders. Be mindful of dangers and issues specific to the field site. These may include weak/loose rocks and walking surfaces, rough terrain, insect-borne diseases, dangerous animals, private property boundaries and rights, volcanic eruptions and gases, and inhospitable weather. **Recognize that all team members have the right to stop work when they deem conditions unsafe⁴.**

Participants are expected to be sober during active work hours. All team members are expected to adhere to local and federal laws and regulations, and make recreational decisions that support the ability to perform field duties safely and effectively the next day.

Expected Work Hours.

While field work often requires longer than average work hours, Field Leadership will work to ensure everyone gets ample time for rest. You can expect not to work more than 12 hours a day, to have a solid 8 hours for sleeping, and to have time for meals and breaks when needed throughout the workday. While most field work will have a rest day due to inclement weather, at a minimum,

³ NASA Procedural Requirement (NPR) 3713.3A defines harassment and provides anti-harassment procedures for work conducted by NASA employees, contractors, student interns, and other onsite personnel.

⁴ NPR 8715.1A states that anyone can "Stop any work or activity which may put an employee or member of the public in imminent danger."

participants will have an option to take a rest day for every seven working days⁵.

Academic Behavior. Field work planning often requires non-trivial and time-sensitive knowledge transfer between scientists and external partners and between teammates. Please be considerate and professional when asking for information from fellow participants. Be clear about planning deadlines and ask for information in advance of these deadlines.

[Single Team Paragraph: use if the entire team is expecting to share data and follow one Rules of the Road/Data Management document.]

All participants of this field expedition, including participants not directly supported by this team, are expected to abide by our **Rules of the Road document/Data Management Plan** governing academic expectations and data rights. As fieldwork is a team effort, scientific data collected and processed with support from the _____ Team are expected to be shared with the team in a reasonable timeline to facilitate the pursuit of team-wide science and exploration objectives at and beyond the field expedition. _____ team members and collegial field participants will only share, publish, or present _____ data with explicit consent from PI _____ and a point of contact for the data (i.e., a science investigation or instrument lead).

[Federated Team Paragraph: use if the expedition is made up of independent teams that won't be required to share data.]

As fieldwork is a team effort, scientific data collected and processed with support from _____ science teams are expected to be shared within each team in a reasonable timeline to facilitate the pursuit of science objectives at and beyond the field expedition. _____ science teams' members and field participants not directly supported by _____ will only share, publish, or present _____ data with explicit consent from the PI of the applicable science investigation. Individuals wishing to share data collected by other participants must get permission from the participant(s) who collected the data. Participants are expected to include relevant teammates as co-authors on submitted abstracts and manuscripts.

Response to Misconduct

All team members are expected to understand and abide by the code of conduct to the best of their abilities. Be honest and accountable. If you make a mistake, learn from it and strive to do better. If someone reports misconduct to you, or you are a bystander witness, and you are unsure of how to respond, you have the option to consult a field ombudsperson. Field leadership will take all reports of misconduct seriously, respecting victims' wishes regarding anonymity throughout the reporting process, with the exception of those who are *[responsible employees or mandated reporters]*⁶. Field leadership will enable targets of misconduct to decide if and how to respond to misconduct whenever possible. (Note that in cases where the safety of other team members or the local community is also at risk, the person reporting misconduct may not be the sole decision maker, but will still be included in the decision-making process.)

Each situation is unique. You are entitled to the following (not an exhaustive list):

- Talk through your experience informally, choose not to talk about it, and change your mind about this at any time (see **Field Contacts Chart** for suggested/optional points of contact and notes on mandatory reporting status⁶).
- Report your experience informally or formally via the pathways described below.

⁵ NPR 1800.1 guarantees your right to a workday no longer than 12 hours without an 8 hour break and a work week no longer than 7 days without a day off.

⁶ A **[Responsible Employee or mandated reporter]** is someone who is required by their institution and/or the law to report instances of gender-based harassment to the appropriate office (i.e. Title IX office.) Conversations with these individuals about Title IX violations involving members of their institution cannot be considered confidential.

- Bring someone with you to provide support while discussing misconduct with Field Leads.
- Seek reasonable accommodations to ensure the success of your work.
- Seek medical assistance.
- Receive constructive responses to any questions you may have.
- Contact your home support network (partner, parent, friend, etc.).

Removal from Field Work. Endangerment of self or other participants, or continually uncooperative or dangerous behavior, will not be tolerated and will result in removal from the field in a safe and efficient manner at the discretion of the Field Lead. Behavior that runs counter to this Code of Conduct may also result in early removal. Future participation with [redacted] relies on teammates' behavior in the field and the workplace. Code of Conduct violations may be grounds for exclusion from future [redacted] field work and funded participation.

Reporting Harassment. Field Leads will work with targets of harassment to navigate harassment reporting procedures at applicable institutions. Institution-specific resources will also be made available for reference within field information packets delivered to all participants. Field Lead will report harassment to host institutions and to NASA as required. All NASA Grants/Cooperative Agreements are mandated to report harassment guideline violations by any PI or Co-I during the grant period of performance, including in the field.⁷ Additionally, all participants have the right to report unsafe and unhealthy working conditions without fear of reprisal.⁸

Field Contacts Chart (people you can talk to about issues and questions in the field)			
Role	Name	Mandated Reporter of Sexual Harassment? ⁸	Institution
Field Lead	Name	status	institution
Deputy Field Lead	Name	status	institution
Science Lead	Name	status	institution
Field Ombud(s)*	Name	No	institution
Peer team members		Case dependent	
Personal support/family outside the field		Case dependent	

*A Field Ombud is a person who is NOT a mandated reporter, and is prepared to: (1) Act as a listener. (2) Assist reporting team member in identifying support resources and navigating reporting structures as needed.

Confirmation of Code of Conduct

Please reach out to [relevant contact people] if you have questions about the statements or resources below before signing.

⁷ NASA Grant and Cooperative Agreement Manual, Appendix E, pg 119, https://www.nasa.gov/sites/default/files/atoms/files/nasa_gcam_-_revised_nov_12_2020.pdf

⁸ A mandated reporter is someone who is required by their institution and/or the law to report sexual harassment to the appropriate office (i.e. Title IX office.) Conversations with these individuals are considered non-confidential.

I have read the **Fieldwork Bill of Rights** and the **Field Safety Plan** for this expedition. I have access to the _____ team's **Rules of the Road/Data Management Plan**. I am familiar with the **Org Chart** for this expedition. If I encounter harassment or other adverse experiences in the field, I know where to look for support and guidance.

I understand the type of behavior that is expected of me while performing field work with _____ team. In order to support a safe, prosocial, and inclusive field experience for all, I will do my best to abide by this code of conduct.

Signature: _____

Date: _____

[Ahead of each expedition, assemble addenda with information about institution-specific reporting structures]

Statement of context: This is a sample copy of a working document, updated May 2022. We revise field documentation regularly and tailor it to meet the needs of each trip and team. For the most recent version, please visit <https://ssed.gsfc.nasa.gov/MajorRandAThemes/GIFT/index.html>.

Acknowledgements: Earlier versions of this Code of Conduct were written and field-tested by the Goddard Instrument Field Team. The current revision also draws inspiration from the Codes of Conduct laid out by the Western Wildfire Experiment for Cloud Chemistry, Aerosol Absorption, and Nitrogen ([WE-CAN](#)) and the Association of Polar Early Career Scientists ([APECS](#)).